



**Board of Supervisors of Elections
Minutes
Black-Eyed Susan Conference Room
Wednesday, December 6, 2017 at 6:00 PM**

Boardmembers Present: Chair Lois Neuman, Graham Johnson, Melissa Jackowski and Stephen Weiner

City Staff Present : City Clerk/Director of Council Operations Kathleen Conway, Executive Assistant Mary Grace Sabol, Deputy City Clerk Sara Taylor-Ferrell, City Attorney Debra Daniel and Sr. Assistant City Attorney Jodi Schulz

Convene and Welcome

Convened meeting at 6:00 PM and Chair Neuman welcomed all those present.

Approval of Minutes

Motion: to approve the minutes of November 28, 2017 as amended

Moved by Boardmember Weiner, seconded by Boardmember Johnson and approved unanimously.

Questions to the Board

Ms. Sabol reminded the Board of the email sent regarding their availability to help assist the Human Rights Commission at the Martin Luther King Day celebration for time slots at the voter registration table and to let the office know of their availability. The time slots are from 10:30 a.m. to 1:30 p.m.

Discussion on Board of Supervisors of Elections Follow-up Presentation

The Board reviewed the second draft presentation of the 2019 election process for final edits and comments for the Mayor and Council presentation on January 8.

Old/New Business

Ms. Ferrell provided a handout to the Board of estimated quote from vendor regarding the proposed printing of ballots, envelopes, and all mailing for Vote By Mail for discussion.

Chair Neuman requested to have all proposed code amendments on the agenda for discussion at the December 19 meeting. Boardmembers Jackowski, Johnson and staff will report on other vendors regarding the findings for campaign finance software, reports and what other jurisdictions are using.

Future Meetings

Tuesday, December 19, 2017- (3:00 p.m. - 5:00 p.m.)

January 8, 2018 - Discussion and Follow-up from November 6 Presentation - (7:00 p.m.)
Mayor and Council meeting

January 26, 2018 - Public Hearing - (7:00 p.m.) Mayor and Council meeting

February 16, 2018 - Discussion and Instruction - (7:00 p.m.) Mayor and Council meeting

Adjournment

The meeting adjourned at 8:10 PM.

Motion: to adjourn

Moved by Boardmember Jackowski, seconded by Boardmember Johnson and approved unanimously.